

**Sagamore Hills Elementary Virtual Learning Information 2020-21** Issued: 8/4/20

**Registration**

- **Returning Student:** Refer to the school’s website to access the [Returning Student Form](#) by August 14th. Returning students do not need to complete an online application.
- **New Students:** All students must register using DeKalb County's Online Registration. Go to [DeKalb County's Online Registration Site](#)
- **Transfer Student from another Dekalb County School:** Please inform your last school via email and email the registrar at Sagamore with your new proof of residence. Registrar info: [Shannon\\_M\\_Spillett@dekalbschoolsga.org](mailto:Shannon_M_Spillett@dekalbschoolsga.org)

**Virtual Open House LIVE - August 12, 2020**

August 13<sup>th</sup> and any date after – You will be able to access pre-recorded sessions and review information for each grade level.

Coming soon...details to access the SHES Virtual Open House Website. LIVE and Pre-recorded sessions will be available. ZOOM LINKS will go *LIVE on* August 12<sup>th</sup>. Your child’s 2020-21 homeroom teacher will contact you no later than August 11<sup>th</sup>. Your child will be able to meet his or her teacher during our Open House.

2:00 – 2:30 PM (Greetings from the Principal, PTA, Principal’s Advisory Council, and Foundation)

2:45 PM – 3:45 PM

- Students and Parents can virtually say hello to their teacher
- Support Staff will be available in a LIVE session to answer questions.

The following information will be available:

- Syllabus
- Grading policy
- Daily schedule
- Attendance policy
- Virtual Learning Platforms for Synchronous Learning (Microsoft TEAMS and Google Classroom)
- Class Assignments will also be posted in VERGE
- Online textbook links and passwords
- Virtual classroom management expectations

**1<sup>st</sup> Day of School** Virtual Learning begins on Monday, August 17<sup>th</sup>.

**PK SAMPLE Schedule**

More details to come.

**Dual Pre-K Virtual Schedule**

Time	Activities
7:30-8:00	Breakfast, Technology Check and Logging in with Students
8:00-8:20	Morning Meeting / Greeting Circle with Social Emotional & <i>Onward and Upward</i>
8:20-8:30	Morning Message: Foundational Literacy Skills through story time and questioning.
8:30-8:40	Music and Movement
8:40-9:00	Small Group Instruction: Groups A & B (Refer to #9 above for the two teaching models)
9:00-9:30	Family Engagement: Parent Meetings, Answer Questions/Concerns, & Conferences
9:30-10:00	Assessment Documentation: Data Collection, Note Recording and Analysis of Progress (1:1)
10:00-10:30	Schoolhouse Duties and Responsibilities: Meeting, Conferences, Emails, etc.
10:30-11:30	Chat & Chew: Lunchtime conversations with teachers
11:30-11:50	Small Group Instruction: Groups C & D (Refer to #9 above for the two teaching models)
11:50-12:10	Family Engagement: Parent Meetings, Answer Questions/Concerns, & Conferences

**SAMPLE** Schedule  
K-5

Virtual Learning  
School Day  
7:45 AM – 1:50 PM

K-5 Sample Daily Schedule			
Schedule Requirements	Wednesday	Time	Monday/Thursday / Tuesday/Friday
<input type="checkbox"/> Breakfast		7:45 am – 8:30 AM	Breakfast
<input type="checkbox"/> Tech Check		8:30 am – 8:45 am	Technology Check, Gather Materials & Login
<input type="checkbox"/> School Pride		8:45 am – 9:00 am	School Pride, Announcements, Etc.
<input type="checkbox"/> Extended Learning Time	Student Conferencing (Tutoring, intervention Support, Small Groups, etc.)	9:00 am – 9:40 am	Extended Learning Time (Note: Determined by school level based on student need)
<input type="checkbox"/> Instructional Time	Parent Conferencing	9:45 am – 10:30 am	Instructional Time / Instructional Time
<input type="checkbox"/> Tech Breaks	Additional Meetings	10:30 am – 10:40 am	Technology Check, Gather Materials & Login
<input type="checkbox"/> Lunch	IEP	10:40 am – 11:25 am	Instructional Time / Instructional Time
<input type="checkbox"/> 7:45 AM – 1:50 PM	MTSS	11:25 am – 11:35 am	Technology Check, Gather Materials & Login
<input type="checkbox"/> LIVE sessions 10-15 minutes for K-2 <sup>nd</sup> M/T/TH/F	504	11:35 am – 12:20 pm	Instructional Time / Instructional Time
<input type="checkbox"/> LIVE sessions first 20 minutes for 3 <sup>rd</sup> -5 <sup>th</sup> M/T/TH/F	EL	12:20 pm – 1:05 pm	Technology Check, Gather Materials & Login / Lunch
	Professional Learning for Leaders and Teachers	1:05 pm – 1:50 pm	Instructional Time / Instructional Time
	Instructional and Collaborative Planning		

Consideration: The principal and/or designee will determine the specials breakout for each grade-level for the instructional block.

Instructional Access to Virtual Learning

The main platforms for Virtual Learning will be **VERGE or Google Classroom and Microsoft Teams or Zoom**. VERGE or Google Classroom will be used for daily communication of learning assignments and teacher/student feedback. Microsoft Teams or Zoom will be used for LIVE learning sessions.  
<https://www.dekalbschoolsga.org/virtual-learning-support/>  
 If you did not complete the Media Release Form on the registration link, please click here.

Grading Protocol

DCSD K-12 GRADING PROTOCOL			
Formative & Diagnostic Assessments	Assessment Tasks (Skills & Homework)	Classwork (Guided, Independent, and Group Practice)	Quizzes, Tests & Projects
0%	25%	45%	30%
Examples of Assignments per Grading Category			
DCSD Unit Pre-Assessments DCSD Unit Post Assessments MAP Assessments DCSD Benchmarks	Sponge & Warm Up Exit tickets Quiz Skills Assessment Homework Notebook Checks Journal Prompts Discussions & Oral Presentations	Independent Work Group or Partner Work Performance Assessment Tasks Skills Demonstrations Performance and Exhibitions Demonstrations Portfolio reviews Labs	Quizzes Final Exams Chapter/Unit Assessments Projects and/or Performance Assessments Portfolio Assessments Presentations

Infinite Campus Parent Portal

- Parent/Guardian must have an Infinite Campus Parent Portal account to verify/update their student(s) information.
- Parents/guardians who do not already have a portal account should visit <https://www.dekalbschoolsga.org/infinite-campus/> for instructions.
- Parents/guardians who have forgotten their portal username and/or password should click on the Forgot username? or Forgot password? link as appropriate on the portal login page (<https://campus.dekalb.k12.ga.us/campus/portal/parents/dekalb.jsp>).

Chromebook Distribution

If you do not have a reliable device for each of your school-aged children, a Chromebook device is being provided. Per DCSD, grades 3, 4, and 5 will be the first group to receive Chromebooks.

<p>SHES Drive Thru Plan August 13<sup>th</sup></p> <p>5<sup>th</sup> grade 9:00 – 10:30</p> <p>4<sup>th</sup> grade 11:00 – 12:30</p> <p>3<sup>rd</sup> grade 1:15 – 2:45</p>	<p><b>SHES “Drive-thru” Plan</b>— Enter the driveway via Pine Forest and stay in the lane closest to the sidewalk. <b>Please remain in your cars</b>, to ensure that we follow social distancing guidelines and follow all safety precautions for the health, well-being, and safety of others.</p> <p><b>Place a large sign with your child’s name in the passenger side of the windshield. No one will be able to enter the building.</b></p> <p><b>Digital Dreamers (DD) Device Agreement</b> A User Agreement must be submitted prior to a student receiving a Chromebook. Please complete the Digital Dreamers Device User Agreement online or you may request a hard copy. See options below:</p> <ol style="list-style-type: none"> <li>1. Online User Agreement – Use the link below to complete and submit online via Incident IQ. Both student and parent signatures are required. <a href="https://dekalb.incidentiq.com/policy/5b8d1b73-892a-4b59-9a0b-d7215e581b5d/lookup">https://dekalb.incidentiq.com/policy/5b8d1b73-892a-4b59-9a0b-d7215e581b5d/lookup</a></li> <li>2. Hard Copy – Use only if you do not have access to a computer or need a language translation (<i>Language translations are available</i>). <a href="#">Hardcopy of Digital Dreamers agreement</a></li> <li>3. You may request a copy of the User Agreement at the school. Both the parent and student signatures are required.</li> </ol> <p>If you are unable to pick up your child’s Chromebook at the distribution time, you may choose another time slot. Please do your best to use the times provided to alleviate concerns with traffic flow and our planned distribution process. If you are not able pick up your child’s Chromebook, we will provide an alternative time on the DCSD Early Release Day of August 17<sup>th</sup>.</p>
<p>Learning Bags</p>	<p>Pre-K, Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> grades will receive devices at a later date (per DCSD); however, Learning Bags (Instructional Materials) will be provided. More information is forthcoming regarding distribution.</p>
<p>Nutrition Services</p>	<p>More details are forthcoming for meal distributions.</p>